August/ September 2019

Dear Sir / Madam,

Thank you for your interest in the Scale A Bilingual Teacher position advertised in the Education Gazette. Enclosed is an application form, information about the school, and details about the appointment process. We look forward to receiving your application, which should contain the following:

- Completed Application Form and Declaration
- Letter of Application addressing points in the Person Specification
- Curriculum Vitae

Please Note

It is expected that your application will be:-

- submitted as an electronic copy to jacobsc@kawaha-point.school.nz with:-
  The whole application as one document in Microsoft Word or PDF format.
- The applicant understands that by typing their name where signatures are required indicates their acceptance, and hard copy will be provided on request.

The application should reach us before 1pm on Wednesday 4 September 2019.

Yours faithfully

Andrew Sinclair
Principal
Kawahia Point School

Mission Statement
To develop confident, connected, actively involved, life-long learners.

Kawahia Point School is a decile 3 urban school nestled under Mt Ngongotaha and within a (long) stone’s throw of Lake Rotorua. We draw students from a diverse range of backgrounds and ethnicities with 61% Maori, 23% European, 10% Pasifika and 6% other. We have a current roll of 330 fabulous students and 15 dedicated classroom teachers. We have a committed team of teachers and Board Members who believe in the potential of our students. We are creating a school where ‘fun’ is not a dirty word and where engaging our students is the key to success. We are looking for a passionate teacher who has the ability to provide a quality-learning environment, who inspires and celebrates individual achievement and promotes positive citizenship. We believe in collaborative spaces (ILE/MLE), learning through play, culturally responsive and relational pedagogy and students having agency in their learning. If you believe this too, you might be ready to join our amazing team. Applications should demonstrate an enthusiasm for student needs, effective communication skills, willingness to learn, and the ability to support students to take control of their education journey. We want a team player who is willing to go the extra mile for their students. Sound like you?

We operate collaborative structures where staff input into decision-making is encouraged and accepted.

We look forward to your application. Should you have any questions, please do not hesitate to contact me at school (3485864).

Regards
Andrew Sinclair
Principal

Scale A Bilingual Teacher (permanent – teaching in te reo 30%-50%), U5 (330 students), Decile 3, primary.
Candidates should address these specifications in their application.

Person Specification; applicants should provide evidence of:

- Knowledge and understanding of Te Ao Maori
- Excellent Te Reo
- Curriculum and assessment knowledge
- Ability to teach and cater for the individual needs of students.
- Able to model quality teaching and learning using culturally responsive and relational pedagogy.
- Knowledge of ILE/ MLE/ collaborative teaching pedagogy
- Ability to build rich relationships with parents/whanau/staff/students/ community.
- Support and high expectations for the learning and motivation of all students.
- Commitment to being an active member of the Kawaha Point School team.
## Timeline for **Kawaha Point School**
### Bilingual Appointment 2020.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 August &amp; 2 September</td>
<td>Advertised in Education Gazette.</td>
</tr>
<tr>
<td>Wednesday 4th September</td>
<td>Applications close at 1pm</td>
</tr>
<tr>
<td>Friday 6th September</td>
<td>Short-listing meeting &amp; referees may be contacted. Short listed applicants notified. All applicants notified in writing</td>
</tr>
<tr>
<td>Thursday 12 September</td>
<td>Interviews (times to be negotiated)</td>
</tr>
<tr>
<td>Friday 13 September</td>
<td>Preferred applicant notified verbally. Unsuccessful applicants notified verbally.</td>
</tr>
<tr>
<td>Monday 16 September</td>
<td>Letter to preferred applicants confirming offer of position sent.</td>
</tr>
<tr>
<td>Tuesday 28 January 2020</td>
<td>Duties commence (This will include a staff noho and several teacher only days before school commences)</td>
</tr>
</tbody>
</table>
Application for Scale A Bilingual Teacher at **Kawaha Point School**

**PERSONAL DETAILS**

Name: ________________________________

Address: ____________________________________________

____________________________________________________

Contact- Phone

Home:__________________________________________

Work:__________________________________________

Email__________________________________________

Present Place of Employment:________________________

Position Held:____________________________________

Time position held:_______________________________

Teacher registration number:

**Declaration**

Have you ever been convicted of an offence against the law apart from summary offences? If yes, please provide date and details of offence on a separate sheet.

I acknowledge that my present state of health will not preclude me from carrying out the duties of a teacher at Kawaha Point School.

I certify that I am currently registered as a New Zealand Teacher.

I certify that the information given in this application is, to the best of my knowledge, correct.

Signed ................................................ Date ............................
REFEREES: Names of three referees whose consent has been obtained and who may be contacted for a confidential reference.

Name: ___________________________ Position: ___________________________
Contact details:
Phone: __________________________ Mobile: ___________________________
Address: ________________________ Email: ___________________________

Capacity in which this person knows you: ________________________________

Name: ___________________________ Position: ___________________________
Contact details:
Phone: __________________________ Mobile: ___________________________
Address: ________________________ Email: ___________________________

Capacity in which this person knows you: ________________________________

Name: ___________________________ Position: ___________________________
Contact details:
Phone: __________________________ Mobile: ___________________________
Address: ________________________ Email: ___________________________

Capacity in which this person knows you: ________________________________

PRIVACY STATEMENT
In accordance with Section 6 of the Privacy Act I authorise Kawaha Point School Board of Trustees to approach my nominated referees and, if I am short listed, to make enquiries of my present or past employers or colleagues and any other person who may assist in establishing my suitability for the position at Kawaha Point School.

This information will be used as evaluative material and is confidential to the Board of Trustees and those involved in the selection procedures, and is protected under Section 29 (iii) of the Privacy Act 1993.

I acknowledge that the information is necessary to enable Kawaha Point School Board of trustees to assess my suitability, eligibility or qualifications for the position and that failure to provide consent may affect the school's ability to appoint me to the position.

Signed: ___________________________ Date: ____________